higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

21 November 2024

This marking guideline consists of 6 pages.

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QUESTION 1

1.1
- Create bills of quantities
- Prepare contract documents
- Prepare complete tender documents
- Evaluation of works
- Preparing valuations for payment certificates
- Prepare the final account (6)

1.2
- Excellent mathematical skills and high level of accuracy.
- The ability to analyse the content of complicated documents.
- A good understanding of construction techniques and technology.
- Knowledge of local building regulations, and health and safety requirements.
- Good communication and negotiating skills. (Any 4 × 1) (4)

[10]

QUESTION 2

2.1
2.1.1 False
2.1.2 True
2.1.3 True
2.1.4 True
2.1.5 False
2.1.6 True

(6 × 1) (6)

2.2
- Any firm can respond to the tender.
- It should be open to all qualified and interested bidders.
- It should be advertised locally.
- It should have objective qualifications criteria.
- It should have clear technical specifications.
- It should have clear and objective evaluation criteria.
- It should be awarded to the highest-scoring bidder. (Any 4 × 1) (4)

[10]

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QUESTION 3

3.1
- Storage area
- Site office
- Plant location
- Ablution facilities
- Health and safety (5)

3.2
- Front-end loaders
- Tractor loader back actors
- Excavators
- Bulldozers
- Tipper trucks (5)

3.3 3.3.1
- Use shoring where necessary to prevent movement.
- Demolition should be done floor by floor and from top to bottom.
- Care should be taken to dispose of debris as it arises.
- All gas, electric, water and sewer supply, and service lines must be disconnected.
- A temporary fence must be erected around the structure to be demolished and notices put up to warn workers and the public.

(Any 2 × 1) (2)

3.3.2
- Use traffic regulatory signs to help guide traffic on the site.
- Planning should include two controlled gates to the site, one for entrance and the other one for exit.
- Provide separate entrances and exits for pedestrians and vehicles.
- Ensure roads are wide enough for all types of construction vehicles.
- Do not make use of a main road to get access to the site.

(Any 3 × 1) (3)

[15]

QUESTION 4

4.1 A Gantt chart is a helpful graphical tool that shows the progress of activities or projects over a period. (1)

4.2

Activities	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7✓
A	■	■	✓				
B			■	■	■		
C✓			-	■	■	✓	
D						■	■
E	■	■					✓

(5)

4.3
- Strategic planning
- Tactical planning
- Operational planning
- Contingency planning (4)

[10]

QUESTION 5

5.1
- Ensure the materials are offloaded in the correct place.
- Ensure the materials are offloaded and handled correctly using equipment.
- Ensure materials are offloaded and stored in such a way that they cannot fall over or be damaged.
- Verify that the materials delivered are the same as the materials stated on the delivery note.
- Verify the quantity on the note and record the differences.
- Make a note of defects or damaged materials on the delivery note immediately.
- Sign the delivery note and keep a copy to send to the purchasing department. (Any 6 × 1) (6)

5.2 A tax invoice is a detailed account of the products✓ or services provided, the costs as well as other information such as discounts✓ and payment terms.✓
A receipt confirms that the supplier has received payment for the goods✓ or services.✓ (5)

5.3
- Financial costs of property stolen
- Delays and downtime for trained equipment operators
- Increased insurance rates
- Possible insurance cancellation for constant theft claims (4)

[15]

QUESTION 6

6.1 1 – Top rail
2 – Mid-rail
3 – Working platform
4 – Standard
5 – Ledger
6 – Lockable castor
7 – Ladder
8 – Cross bracing (8)

6.2 Power trowel (1)

6.3 Portable air compressor (1)

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6.4
- It reduces travelling time on-site.
- It increases productivity since less time is spent on travelling.
- It reduces human fatigue. (3)

6.5
- Scissor lift
- Boom lift (2)

6.6
- Skid-steer loader
- Excavator
- Crawler loader
- Bulldozer
- Backhoe loader
- Trench digger (Any 5 × 1) (5)

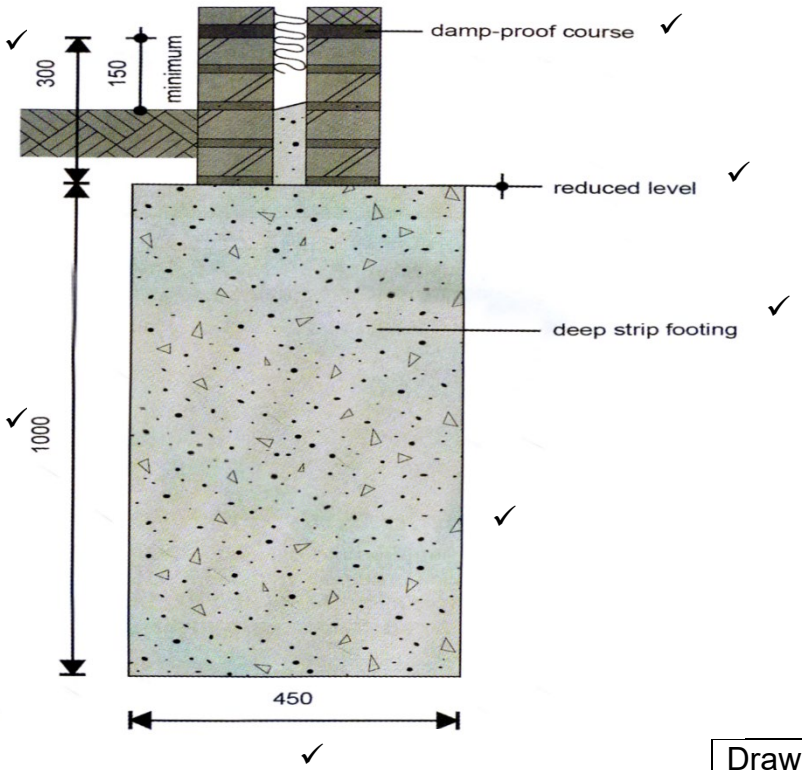
[20]

QUESTION 7

7.1 7.1.1 Raft foundation
7.1.2 Strip foundation
7.1.3 Strip foundation

(3 × 1) (3)

7.2



Drawing	3 marks
Labelling	4 marks

(7)

[10]

QUESTION 8

8.1
- Internal stakeholder
- External stakeholder
- The structure of the organisation (3)

8.2
- Line organisational structures
- Line and staff organisational structure
- Functional organisational structure
- Product organisational structure (Any 3 × 1) (3)

8.3
- A sole proprietorship is an unincorporated business that is owned by one person,✓ and it is not registered with the Companies and Intellectual Property Commission (CIPC).✓

- A private company (Pty Ltd) is established in terms of the Companies Act 71 of 2008;✓ it is a separate legal entity that must register as a taxpayer.✓ (4)

[10]

TOTAL: 100

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